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File copy [redacted] Subj. Records Mgt 3-3-1

STAT

TO :

DATE: 23 December 1958

FROM : Chief, Records Management Staff

SUBJECT: Files Maintenance Forms

1. In recent months we have received several employee suggestions which indicated to us that some headquarters files personnel are not aware of existing files maintenance forms. Or if they do know about them, they are not using them to the maximum extent possible.

2. For example, [redacted] Handbook for Subject Filing, covers use of the following forms: STAT

Form 36-270, Correspondence Charge-Out; Form 119 (formerly 36-152), Case File Charge-Out Card; Form 36-271, File Backing Sheet; Form 135 (formerly 36-150), Correspondence Cross Reference.

STAT The fact that [redacted] mainly covers subject-numeric filing does not limit the use of these forms to this one application. They, of course, can be used with equal effectiveness in cable, dispatch, personnel, substantive intelligence, and project files.

3. I would appreciate your taking whatever action you deem necessary to extend the use of these forms.

[redacted] STAT

Distribution: Made 24 Dec. 1958

1 copy sent to all ARO's except DD/I and OO. 2 copies sent to OAS (Reference, ES 58-177). 30 copies sent to OI Division. 22 Dec. 58

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